Request for Proposals (RFP)
Janitorial / Cleaning Services
Fort Lewis Mesa Fire Protection District

Introduction

The Fort Lewis Mesa Fire Protection District ("District") is soliciting proposals from qualified individuals or companies to provide routine janitorial services at its fire stations. The District seeks dependable, experienced providers capable of delivering consistent, high-quality cleaning services in accordance with the requirements outlined in this Request for Proposals.

Scope of Services

The selected contractor will perform general janitorial services at the following locations:

Station 1: 164 County Road 130, Hesperus, CO 81326
Station 3: 22868 Hwy 140, Hesperus, CO 81326

Service areas include commons/living areas, kitchen facilities, and restrooms.

Cleaning Tasks

Commons Areas: Dusting furniture, fixtures, and surfaces; vacuuming and/or mopping floors; emptying trash and replacing liners; general straightening and sanitation.
Kitchen: Cleaning and sanitizing countertops and tables; wiping exterior surfaces of appliances (including refrigerator, microwave, and stove); cleaning sinks and fixtures; sweeping and mopping floors; emptying trash.
Bathrooms: Cleaning and disinfecting toilets, sinks, and fixtures; cleaning mirrors; restocking paper products (supplied by the District); sweeping and mopping floors; emptying trash.

Schedule

Cleaning services shall be performed two (2) days per month. The specific days will be coordinated with District staff.

Contractor Requirements

Proposers must demonstrate experience in janitorial or commercial cleaning services, be able to work independently and reliably, provide their own cleaning equipment and supplies (unless otherwise agreed), and comply with all applicable laws and regulations.

Proposal Submission Requirements

Proposals must include the following: business or individual name, address, phone number, and email; description of relevant experience; at least two (2) professional references; description of service approach; pricing; and availability.

Evaluation Criteria

Proposals will be evaluated based on cost, relevant experience, references, and completeness of the proposal.

Contract Term

The District anticipates awarding a contract for an initial term of one (1) year, with the option to renew based on mutual agreement and satisfactory performance.

Submission Deadline

Submissions will be accepted until the position is filled.

Proposals shall be submitted to:

Fort Lewis Mesa Fire Protection District
Attn: District Office Manager
164 County Road 130
Hesperus, CO 81326
Email: office@flmfire.org

Questions

Questions regarding this RFP should be directed to:

Jeannine Glasby, District Office Manager
Email: office@flmfire.org
Phone: (970) 588-3400

Reservation of Rights

The District reserves the right to reject any or all proposals, waive any informalities or irregularities, and accept the proposal deemed to be in the best interest of the District.